



**Engineering Consultants Section  
2016-017 Consultant Prequalification Application  
Frequently Asked Questions (FAQs)**

**1. Which consulting firms need to prequalify with ECS?**

All firms desiring to offer their services as Prime or Sub Consultant for A/E consultant services for the Arizona Department of Transportation (ADOT) advertised by the Engineering Consultants Section (ECS) must be prequalified with ADOT.

**2. Do Subconsultants have to be prequalified to do business with ADOT?**

Subconsultants are not required to be prequalified but are encouraged to do so.

**3. Does my firm need to complete the prequalification application for each of its offices/locations?**

No. A firm and all of its locations are considered as one entity. Therefore, only one prequalification application is needed per firm. Unless a firm will contract under separate legal entity name.

**4. How is the Online Prequalification Application different from past applications?**

The online Prequalification Application is integrated as an online submission module of the electronic Contract Management System (eCMS). It was developed to replace the fillable pdf application documents used in past and is better aligned with federal prequalification guidelines. The application provides ADOT with more preliminary information about the experience, qualification, capacity and financial viability of firms to take on and successfully deliver ADOT projects.

**5. How do I access the system to compete my application?**

Access the ECS website and click on the Consultant Prequalification tab on the left navigation pane and utilize one of the two options that follow:

- If you have CryptoCard then you can log in through the [Citrix Access Gateway](#) and login to eCMS and click on the Prequalification link located on the left Menu tab.
- If you do not have a CryptoCard, you must log on through the [ECS website](#) and click on the link for new Firms or Firms without CryptoCard and request username and password by completing the form. When you receive your username and password, go back to the ECS website and login.



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- 6. If my firm does not have a CryptoCard and requests a User ID and Password to access the system, how long does it take to receive a response?**

Users are generally notified within 2-3 business days from the request date.

- 7. I was not able to complete the entire Prequalification application in one try. Does eCMS auto save the information I enter?**

All information is saved when you click the “Save” button at the bottom of the page. You can simply log back on to the system and continue where you left off.

- 8. What is deadline for submitting 2016-2017 Prequalification Application?**

Technically, there is no deadline until the last day of 2017 calendar year, December 31. However after December 31, 2015, a firm CANNOT submit any of Statement of Qualifications (SOQs) on contracts advertised on or after January 1, 2016, until they are prequalified. ECS recommends that all firms prequalify as soon as possible, to ensure ability to submit SOQs during the next prequalification period. Please allow 10 business days for ECS to process your prequalification application.

- 9. How do I update my firm’s address, phone and other contact information or add additional locations for my firm in the Prequalification Application?**

Firms with CryptoCard – contact your firm’s CIRM Consultant Administrator who is authorized to update this information in the Consultant Information and Role Management (CIRM) module. The location page will display the name of your firm’s CIRM Consultant Administrator.

Firms without CryptoCard – please email ECS at [ECSPrequalification@azdot.gov](mailto:ECSPrequalification@azdot.gov) and indicate what information needs to be added, deleted, or updated.

- 10. Where can I provide general comments or additional information I want to provide to provide to ADOT to explain or clarify answers to some questions about my firm’s prequalification application?**

Use the Comment field under the Submit Application tab.



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**11. What if some of the information in the Prequalification Application does not apply to my firm?**

Most of the fields in the application are required. Fill out the application as completely as possible. Some question may not be applicable to some firms based on the type of services for which the firm is wishing to prequalify. If a question or a section does not apply to your firm, mark it with “n/a” (Not applicable) ECS will review the information and contact the firm, if needed, during the review process.

**12. How do I submit my firm’s Prequalification Application?**

Click on the Submit Application Tab. The “Submit Prequalification Application” button will be active when all information is completed and the terms and conditions box is checked at the bottom of the page. A follow up e-mail will immediately be generated and sent to the firm prequalification submitter confirming that the application was received by ECS.

**13. If my FY 2015 financial are not finalized at the time when I am submitting my prequalification application, can I enter estimated numbers.**

If you firm’s fiscal year is not complete at the time when you are submitting prequalification application, please report the most accurate up to date figures you have available and specify, in the comments field on the financial page, what figures represents. (i.e. FY2015 figures are through November 2015.)

**14. If an employee has multiple licenses, should they be listed as many times as they have licenses?**

Yes. You may list the same employee more than once to specify all of the licenses they have. ECS will not expect your employee count to match exactly the number reported in the Technical Capabilities main screen, as long as they have represented each employee with the last one licenses.

**15. If an employee provides multiple technical services for the firm, should they be listed as many times?**

Yes. An employee can be listed multiple times to reflect the various skills they provide for the firm.

**16. Can a firm list the same project multiple times if more than one work type was performed on the project?**

Yes. List the project as many times as necessary to clarify the work you have done on your projects that were completed in the past five years.



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**17. Can I list projects which are still in progress?**

ADOT prefers that you identify only completed projects. However, if your firm does not have many completed projects to disclose or has been involved in a long term project, which is not completed just yet, you may add the project to the Technical Capabilities project section. Please be sure to specify, under the extenuating circumstances field, that the work is not completed before you submit your application.

**18. Can a firm be prequalified without any licenses?**

Tough it is rare, a few work types do not require licensing, so not all firms need to be licensed to work for ADOT (i.e. aerial photography). These firms will be prequalified as “Non-Technical” firms, to indicate that they do not require any type of technical license such as a BTR license, etc.

**19. If my firm information changes after submission of the prequalification application, how does a firm update information?**

Your Prequalification application is reflective of your firm’s status at the time you had submitted the Prequalification application. Once your application is approved, you will not be able to change anything, except for Contract Information. (This functionality applied to firms with CryptoCard only) Keep in mind that the prequalification application submittal page requires a firm to keep ADOT notified of any changes of ownership, key employees or address and contact information. Reference question 9 for more information.

**20. How long ECS does take to notify firms of the status of their prequalification application?**

ECS makes every effort to deliver and continues to strive for excellent customer services. Please allow 10 business days for your prequalification application to be processed.

**21. If I am disapproved, will I have an opportunity to get prequalified at a later time?**

Yes, in most cases, a firm can resubmit the prequalification application at a later time. If ECS disapproves your prequalification application, you will be provided with specific reasons why your application was not approved and you will be given the opportunity to submit your application again when appropriate.



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**22. Are there any resources available to assist firms in preparing and collecting the information needed to submit the prequalification application?**

Visit the ECS website at <http://azdot.gov/ECS/prequal> website to find a preparation checklist, a training manual, and other useful resources.

**23. Is there a way I can print the prequalification application, I just submitted?**

No. At this time, you can only make screen prints from the web application. However, the online web application will continue to be available for your review at any time after your submission in a “read-only” status either via CryptoCard or Single Sign on access. ECS hopes to develop this capability in the future.

**24. My firm wants to become certified as a Disadvantaged Business Enterprise (DBE) firm. Will completing the consultant prequalify my firm as a DBE?**

Consultant Prequalification is different than DBE Certification. Firms wishing to apply for DBE certification must apply to the Arizona Department of Transportation:

Business Engagement and Compliance Office  
1135 N 22<sup>nd</sup> Ave. 2<sup>nd</sup> Floor, MD154A  
Phoenix Arizona 85009  
Phone: 602.712.7761

**25. Who do I contact if I have other questions about the prequalification process?**

Email ECS at [ECSPrequalification@azdot.gov](mailto:ECSPrequalification@azdot.gov) or call 602.712.7525